



## SCADA Instrument Specialist

<b>Department:</b>	<b>Water Works</b>	<b>Rate of Pay:</b>	<b>\$41,000-\$43,000</b>
<b>Location:</b>	<b>830 N. Michigan St.</b>		
<b>Shift:</b>	<b>Monday - Friday</b>	<b>Hours:</b>	<b>7:00 a.m. – 3:30 p.m.</b>
<b>Posting Date:</b>	<b>7/09/12</b>	<b>Closing Date:</b>	<b>7/20/12</b>

### SUMMARY

Performs technical maintenance on the Water Works SCADA and radio-telemetry system. Oversees and troubleshoots electronic equipment and IT based equipment for Water Works and Wastewater divisions.

### JOB DUTIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

Under supervision, performs a variety of technically oriented tasks related to the installation, programming, testing, maintenance, repair and calibration of the combined water and wastewater SCADA and electrical systems. Candidate would also be expected to perform various electrical and mechanical maintenance tasks to ensure the successful operation of the water treatment and sewer collection systems. Works independently or with others to inspect, replace, test, service, troubleshoot and complete preventive maintenance tasks on equipment. Uses test equipment and meters to check, test, troubleshoot and calibrate plant electrical controls, instrumentation, motor starters, switchgear, alarm systems, and supervisory equipment operation. Exercises sound judgment to repair and/or maintain various electrical controls, switchgear, alarm systems, and related electrical and generation equipment. Maintains electrical parts and equipment inventory. Writes purchase requests, compares pricing, orders and expedites needed parts. Works from blueprints, sketches, manufacturer's instructions and written or verbal instructions. Maintains accurate records, test descriptions and written reports. Assists in budget preparation with recommendations, tools, equipment, contract services, spare parts and future plant capital expenditures for equipment and required repairs. Works efficiently and effectively with all other departments to achieve the most economical and satisfactory resolution to operational concerns. Complies with safety rules and regulations. Performs all other related duties as assigned and/or directed. Disassembles, inspects, determines damage, case of damage and required parts, and recommends methods of repair of plant electrical instrumentation equipment. Stores and properly cares for all tools and test equipment. Reads and interprets plant instrumentation and electrical drawings, ladder diagrams, equipment troubleshooting guides and parts lists; instructs and directs assigned personnel in the safe and proper methods of equipment troubleshooting. Will be required to participate in the after-hours emergency on-call schedule. Assumes additional responsibilities as assigned.

### EDUCATION AND EXPERIENCE

B.S. preferred or any combination of college or technical school coursework; 5 years experience with process control technology or equivalent; 3 years of electrical/electronic experience.

### KNOWLEDGE, SKILLS AND ABILITIES:

Must have the ability to configure server and desktop software (Windows server, XP 7, esx; sequel server). Must have the ability to learn/configure networking equipment using knowledge of IT best practices.

**PHYSICAL DEMANDS:**

Environment includes indoor office setting as well as adverse weather conditions outdoors. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand, walk; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. While performing the duties of this job, the employee regularly works near moving mechanical parts. The employee frequently works in wet and/or humid conditions and is exposed to airborne particles, toxic materials and vibrations. The employee must frequently lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The noise level in the work environment is usually quiet to moderately loud. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**LICENSE, CERTIFICATE OR REGISTRATION REQUIRED:**

Valid Indiana driver's license.

**DRUG SCREENING REQUIRED****CRIMINAL BACKGROUND CHECK**

Apply no later than 7/20/12, City of South Bend, Human Resources, 227 W. Jefferson Blvd., 12<sup>th</sup> Floor, South Bend, IN 46601 or to apply online, go to [www.southbendin.gov](http://www.southbendin.gov)

**Equal Opportunity Employer**

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, disability, sexual orientation, gender, veteran status or genetic information.